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**TO: JAMESTOWN PARKS AND RECREATION COMMISSIONERS**  
**FROM: Amy Walters, Executive Director**  
**SUBJECT: Board Meeting – Monday, August 21, 2023 4:00PM**

- I. Call to Order**
- II. Welcome of Guests and Recognition**
- III. Public Communication**
- IV. Additions or Deletions to Agenda**
- V. Minutes of the Previous Meeting**
- VI. Financial Report**
  - A. Monthly Bills**
  - B. Financial Statement**
- VII. Old Business**
  - A. Award bid for Comprehensive Planning**
  - B. 2024 Budget**
- VIII. New Business**
  - A. Health Insurance - Grandfathered Employee Plans**
  - B. Mammoth Sports Construction Design Services**
- IX. Reports – Management Reports Submitted (included in board packet)**
  - A. Executive Director**
- X. Adjournment**

**Next: Board Meeting Monday, September 11, 2023 4:00pm with BUDGET HEARING @ 5:00pm**

Jamestown Parks & Recreation Department Meetings will follow Roberts Rules of Order

***“The Jamestown Parks and Recreation District is committed to offering quality recreational opportunities and services to make the community the best place to live and play.”***

**Public Communication Policy**

A scheduled time for public participation has been placed on the agenda at Jamestown Parks and Recreation Board of Commissioners general meetings. The Board desires to hear the viewpoints of citizens throughout the district. Individuals wishing to address the Board are requested to make arrangements with the Board President or the Executive Director prior to the meeting. Comments should be made to the Board and not to individuals in the audience and be related to Park District operations and programs. The Board will not hear personal complaints against any person connected with the park district. Comments must address topics that are on the agenda. If a citizen would like to add a topic to the park board agenda, arrangements must be made in advance with the Director or Park Board President. The Board reserves the right to eliminate or restrict the time allowed for public participation. The Board requests that comments are limited to three (3) minutes or less. Groups of individuals addressing a common concern are asked to designate one spokesperson.

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MINUTES OF THE REGULAR BOARD MEETING DATED August 21, 2023

PRESENT: Chairperson Mindi Schmitz, Mike Landscoot, Mark Ukestad, Ron Olson, Mike Soulis

ABSENT: None

OTHERS: Amy Walters-Executive Director, Bonnie Ukestad, John Ruff, Jerry Bergquist – Stutsman County Commission

Chairperson Mindi Schmitz called the meeting to order at 4:00pm.

Welcomed Guests.

Amy Walters requested to add to the agenda under New Business:

- C. Skidsteer purchase/financing
- D. Stutsman County Park Board Restructuring
- E. Trapper Field Project Changes

And request that Stutsman County Park Board Restructuring be the first agenda item after Minutes and Financial Report.

Mark Ukestad made a motion to add the requested items to the agenda with Stutsman County Park Board Restructuring as first agenda item. Mike Landscoot seconded. All approved.

Ron Olson made a motion to approve the July 10, 2023 regular meeting minutes and August 11, 2023 special meeting minutes. Mark Ukestad seconded. All approved.

Financial Report – Amy Walters pointed out on the bill list the payment to Tapp’s Lounge for \$10,000 was for rooms at Quality Inn for Kite Fest. It is the way they bill us as the donation we received from Quality Inn came from Tapp’s Lounge gaming.

Ron Olson made a motion to approve the bills and financial report. Mark Ukestad seconded. All approved.

**NEW BUSINESS:**

**Stutsman County Park Board Restructuring:**

Jerry Bergquist, representing Stutsman County Commission handed out “Jamestown Parks and Recreation Consideration to Become a Member of a Restructured Stutsman County Park Board.” Consideration of restructuring based on several factors”

1. The relationships the Bureau of Reclamation had between cabin owners, homeowners and landowners are now the responsibility of the Park Board.
2. The approximately 4400 acres of former Bureau land that is now the responsibility of the Park Board requires knowledge from the townships where the land is located.
3. The rules and regulations that need to be followed as part of the federal land acquisition.
4. The public’s perception of the potential conflicts of interest with members of the current Board.
5. The desire to enhance the usability of Park Board land and facilities.

There was a public input meeting on August 9<sup>th</sup> and restructuring recommendation would include a Jamestown Parks and Recreation board member or designee.

**Current Stutsman County Park Board Members**

1. County Commissioner
2. County Commissioner
3. County Commissioner
4. County Commissioner
5. County Commissioner

**Public Input Meeting Member Recommendation**

1. County Commissioner
2. County Commissioner
3. Township Officer or designee
4. Township Officer or designee
5. Jamestown Parks and Recreation or designee

6. Resident Citizen (at large)
7. Resident Citizen (at large)

6. Resident Citizen (at large)
7. Resident Citizen (at large)

Mike Soulis suggested we come up with a pros/cons list of becoming a member of Stutsman County Park Board. He and Amy will meet to come up with list to present at our next board meeting September 11<sup>th</sup>. Jerry Bergquist stated the next Commission meeting is September 5<sup>th</sup> 3:30pm.

Ron Olson made a motion to approve the bills and financial report. Mark Ukestad seconded. All approved.

### **OLD BUSINESS:**

#### **Award bid for Comprehensive Planning:**

Request for Proposals for Planning Services was advertised June 28, 2023. We received 4 proposals all of which were a group of entities/organizations working together. Mindi Schmitz, Bonnie Ukestad and Amy Walters reviewed and scored each of the proposals. The committee recommends awarding the contract for Comprehensive Planning Services to Interstate Engineering (subcontractors: Zerr Berg, Pros Consulting, ETC). The budget was set at \$100,000 for all requested components and it is in the 2023 & 2024 budgets as the process will cover two budget years.

Mike Soulis motioned to award contract for Comprehensive Planning Services to Interstate Engineering and direct Amy Walters to sign contract.

#### **2024 Budget:**

Amy Walters stated no changes since the 2024 Preliminary Budget was approved at the July Board Meeting. Amy reviewed the agenda documentation provided.

#### **Revenue:**

The Certificate of Levy Includes:

- 35 mils for General fund – generating \$1,987,650.00
- Special Assessment Fund generating \$120,000.00
- 5 mils for Parks & Recreation Facilities generating \$283,950.00

Fee Increases of 2% across all departments (membership, rentals, programs)

#### **Expense:**

##### **Payroll & Benefits**

- Staff raises planned for up to 7% (5% cost of living and up to 2% merit) for full time staff and up to 5% for part time staff.
- Increase utility expense
- Contracted Services
- Capital improvement

Reminder Budget Hearing will be held September 11<sup>th</sup> at 5:00pm.

Mark Ukestad motioned approve the 2024 budget as presented, making the annual appropriations for the expenditures of the Jamestown Parks and Recreation District for the fiscal year commencing January 1, 2024 and ending December 31, 2024. Mike Landscoot seconded. All approved.

### **NEW BUSINESS:**

#### **Health Insurance - Grandfathered Employee Plans**

Amy Walters reported that from the last meeting it was requested to review grandfathered health insurance benefits and provide potential options for change.

JPRD has 24 staff positions that provide for health insurance benefits. In 2006 the JPRD Board of Commissioners voted to no longer pay the entire cost of premium for dependent children and family plans, rather JPRD would only pay the premium for new employees. At that time, it was determined that all current employees would be grandfathered and continue to receive payment of all premium costs, but

that any new employees hired would only receive the single employee premium. Currently, there are three employees who were grandfathered in 2006.

One employee has a single plan, one employee has a single plus dependent plan, and another has a family plan.

**Fiscal Impact:**

The BCBS 90/500 plan has a monthly premium of \$852.20 (\$10,226.40/year) per employee. The BCBS 100/5000 plan has a monthly premium of \$733.20(\$8798.40/year).

Based upon employee elections, Employee 2 (employee plus dependent) plan has a monthly premium of \$1488.50 (\$17,862/year) and Employee 3 (family) has a monthly premium of \$1882.40 (\$22,588.80).

Employee 1	Single	\$10,266.40
Employee 2	Single plus dependent	\$17,862.00
Employee 3	Family	\$22,588,80 (\$26,300.40)

Consideration for the board would be for gradual transition to phase out or use as an employee retention tool. For example, after working 5 years 25% family or single plus dependent coverage provided by JPRD, after 10 years 50% provided.

The board requested a legal opinion if changes could be made to a grandfathered benefit and directed Amy to compile potential costs of adding partial coverage of dependent and family plans to be used as an employee retention tool.

**Mammoth Sports Construction Design Services:**

Amy Walters stated the design work for the baseball project has been conceptual. Engaging with Mammoth to complete the design work will realize a more efficient layout and provide greater understanding of the project by the contractor. The fee for this service has been set at \$5,000.00 and will be paid out of the designated funds for the field renovation project.

Mark Ukestad motioned to approve agreement for sports consultant services with Mammoth Sports Construction for program design and consultation for \$5,000 and direct Amy Walters to sign contract. Mike Landscoot seconded. All approved.

**Skidsteer Purchase/Financing:**

Amy Walters stated the skidsteer that was approved in March is ready for delivery. With trade in our cost will be \$41,586.85 to be paid over 3 years. This is included in our capital outlays budget. Would like to use local lender for financing as we did with mower.

Mike Landscoot motioned to approve financing of skidsteer through a local lender and direct Amy Walters and Bonnie Ukestad to sign contract. Ron Olson seconded. All approved.

**Trapper Field Project Changes:**

Amy Walters reported the lights have been delivered and are to be installed in September. Kevin Gall has requested to move home plate 7' towards outfield to allow for addition spectator viewing down the first base line. This would mean that the lights would need to be re-aimed and an irrigation box would need to be moved. The lights were factory set at the original home plate. The cost to make the change will be \$3,000.

Ron Olson motioned to approving moving home plate 7' toward outfield (pitchers mound and bases) and adjusting lights accordingly for \$3,000. Mike Soulis seconded. All approved.

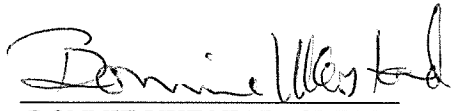
**REPORTS:**

Written reports were submitted.

Amy Walters reported:

- Has received many positive comments about Hillcrest Golf Course
- Awarded ND State Parks Grant of over \$600,000 for all ability playground
- Need to remove some playground equipment at Leapaltd Park this fall.
- Looking at purchasing playground equipment on sale this fall to replace equipment removed at Leapaltd Park.
- 2022 Audit has been completed. Auditor from Brady Martz will be at September meeting to review.
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Mark Ukestad motioned to adjourn. Ron Olson seconded. Adjourned meeting at 5:16pm.

  
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BONNIE UKESTAD, CLERK

  
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MINDI SCHMITZ, CHAIRPERSON